

Issues further instructions re Transfer of Government servants**OFFICIAL MEMORANDUM**

No. GAD (S-1) 22 SSR 63, DATED BANGALORE, THE 16TH MARCH 1963.

The attention of all Secretaries to Government and Heads of Departments is invited to Official Memorandum No GAD 117 SSR 62, dated the 4th August 1962 directing that no Government servants should be transferred within a period of two years, that Government servants should not be allowed to stay too long at a place and that transfers should generally be made annually between the months of April and June. They are requested to take immediate steps to see that these instructions are implemented without delay.

2. Lists of Government Officials staying long at various places should be regularly prepared and immediate action taken to see that these policy decisions of Government are implemented without delay.

3. Government trusts that these instructions will be carried out without delay and transfers in the other months of the year are restricted as far as possible only to cases of promotion and punishment.

K. NARAYANASWAMY,
Chief Secretary to Government.

FINANCE SECRETARIAT

Issues Modifications in the procedure for disbursement of advances for construction, purchase, improvements, extension or repairs of houses and for purchase of Motor Vehicles which will come into force from 1st April, 1963.

OFFICIAL MEMORANDUM

No. FD 20 RFC 61, DATED BANGALORE, THE 8TH APRIL 1963.

In Notification No FD 20 RFC 61, dated 26th October, 1962, certain amendments to the rules governing the payment of advances for construction, purchase, improvement, extension or repairs of houses and for purchase of motor vehicles have been notified. The amendments referred to come into force from 1st April, 1963.

2. The object of the amendments is to relieve the Deputy Commissioners of Districts from the responsibility of getting the relevant agreements or mortgage deeds executed by the Government servants drawing such advances. The agreements or mortgage deeds will hereafter be got executed by the Heads of Departments themselves in the case of advances sanctioned by the Government and by the sanctioning authorities in other cases.

3. The salient features of the modifications that will come into force from 1st April 1963 are explained below —

(a) **Advances sanctioned for House Building where a plot of land is to be acquired—vide Article 215(a) of M.F.C.**—(1) After the advance is sanctioned, the Government servant concerned would have to execute the agreement in Form 11 M.F.C. If the Head of his Office be not himself the Appropriate Authority, he will attest in the agreement as one of the two witnesses. Thereafter, the bond should be sent to, or placed before, the 'Appropriate Authority' along with a Payee's Receipt in Form 3 M.F.C. signed by the Government servant, covering the first

instalment of the advance For the words 'Deputy Commissioner' in clause (5) of the bond form, the designation of the 'Appropriate Authority' would have to be substituted If the agreement is in order in all respects, the 'Appropriate Authority' would affix his signature thereto, for and on behalf of the Governor. He will retain the agreement with him and return the Payee's Receipt after affixing his countersignature thereon with an endorsement 'certified that agreement in Form 41 M.F.C. has been executed by the loanee' In the case of non-gazetted Government servants, the Head of the Office concerned will also affix his signature to the Payee's Receipt endorsing thereon 'certified that the advance sanctioned and the amount authorised to be drawn has been noted in the register of this office' and then hand it over to the Payee for presentation at the Treasury for encashment Strict adherence to the limit of two months prescribed in Article 215(a)(1) of M.F.C. for producing the documents indicated therein should be ensured

(ii) For drawing the second instalment, the applicant should of course, furnish to the Head of the Office the title deed of the plot acquired, the relevant plans approved by the Corporation or Municipality or Local Body concerned together with the mortgage bond in Form 38 M.F.C. duly filled in and signed by him and with a probable estimate of the cost of the building. The Head of the Office who if he be not the Appropriate Authority himself, will sign in the bond as one of the two witnesses, after satisfying himself that the documents are all in order. He will then forward the same to the 'Appropriate Authority'. If after scrutiny of the title deed, the plans and estimates and the mortgage bond that authority is satisfied that the documents are all in order, he will sign the mortgage bond for and on behalf of the Governor and return the same for registration and transmission with the encumbrance certificate and the Payee's Receipt for the second instalment duly filled in and signed by the Payee On receipt of those documents, the Appropriate Authority will, after careful scrutiny, retain the mortgage bond and the encumbrance certificate for safe custody, and return the Payee's Receipt with his countersignature duly certifying therein that "the mortgage deed has been executed and retained in safe custody" If the loanee is a non-gazetted Government servant the Head of the Office will make the necessary entry in his registers and certify to that effect in the Payee's Receipt He will then deliver the Payee's Receipt to the Government servant concerned for presentation at the Treasury for encashment.

(iii) The next instalment of the advance will be claimed by the Government servant on a Payee's Receipt after the Head of his Office has inspected his building and is satisfied that the amount drawn previously has been fully spent The Head of the Office will forward the Payee's Receipt to the Appropriate Authority with his recommendation and the latter will return it with his countersignature under an endorsement "certified that I have satisfied myself that the amount drawn previously has been fully spent on the building The present instalment may be paid" In the case of non-gazetted Government servants the Head of the Office will thereupon make the necessary note in his registers, endorse the fact on the Payee's Receipt and hand it over to the Government servant for presentation at the Treasury for encashment

(iv) In the case of Gazetted Officers and in other cases where the advances are sanctioned by Government the Payee's Receipts after countersignature by the Appropriate Authority should be sent to the Accountant General for issuing the payment authority on the treasury

(b) House Building Advance where the applicant already owns plot.—(i) In this case, the applicant in whose favour the advance is sanctioned, should produce the title deed of the plot, plans as approved by the Corporation, Municipality or other Local Body concerned, together with the estimate of probable expenditure for construction of the Building to the Head of the Office and execute the mortgage deed in Form No 38 M.F.C. The Head of the Office, if he be not the

'Appropriate Authority', will after necessary scrutiny sign in the deed as one of the witnesses and forward the documents to the Appropriate Authority. The latter will scrutinise the title deed, plans, etc., and if in order in all respects, sign the mortgage deed for and on behalf of the Governor and return the documents for registration of the mortgage deed and its retransmission with the encumbrance certificate and Payee's Receipt for the first instalment. When the documents are received, he will retain the mortgage deed and the encumbrance certificate for safe custody and return the Payee's Receipt with his countersignature as in the case of the second instalment referred to at (a) (ii) *supra*. The Payee's Receipt would then be delivered to the applicant by the Head of the Office after making necessary note in the registers of his office (in the case of non-gazetted officers) and making an endorsement thereon to that effect, *vide* sub-para (a) (ii) *supra* for presentation at the Treasury for encashment. The second instalment will be drawn on a Payee's Receipt, as in the case of the third instalment referred to under sub-para (a) (iii) *supra*. The instructions laid down in sub-para (a) (iv) *supra* will also apply in the case of advances sanctioned to Gazetted Officers.

(c) **House Purchase Advance.**—The applicant in whose favour the advance is sanctioned should execute an agreement in Form No. 41 M.F.C. before the Head of the Office. The Head of the Office, if he be not the Appropriate Authority himself, should satisfy himself that the agreement is in order, sign therein as one of the witnesses and send it to the Appropriate Authority along with the Payee's Receipt for the amount of advance furnished by the loanee. The Appropriate Authority will check the agreement and if it is in order, sign it for and on behalf of the Governor and retain it in safe custody. Thereafter, he will return the Payee's Receipt to the Head of the Office with an endorsement signed by him that the agreement has been executed. If the advance is sanctioned to a Non-Gazetted Officer the Head of the Office will in turn make necessary entry in his registers and after making an endorsement to that effect on the Payee's Receipt, hand it over to the applicant for presentation at the Treasury for encashment. The Head of the Office as well as the Appropriate Authority will be responsible to watch that the purchase of the House is effected within one month of the date of drawal of the advance. Any failure should be reported by the Head of the Office to the Appropriate Authority for taking such action as is necessary for the recovery of the entire advance together with the interest accrued thereon. Where the circumstances justify, extension of time not exceeding one month can be sanctioned by the Appropriate Authority. As soon as the acquisition of the House is completed, the applicant should furnish the mortgage deed. In other respects the procedure indicated in sub-paras (a) and (b) *supra* will apply, *mutatis mutandis*.

(d) **Advance for House Repairs, etc.**—In this case, the procedure applicable to the cases of advances sanctioned for House Building on plots already acquired will apply (*Vide* sub-para (b) *supra*).

(e) **Insurance of Houses.**—Special attention is drawn to the new provision in Article 214(b) M.F.C. in regard to insuring the houses purchased or built out of the advances and furnishing to the Accountant General an annual certificate by the Appropriate Authority of the strict fulfilment of those provisions.

(f) **Motor Car or Motor Cycle Advances**—In these cases also the mortgage deeds will be executed before the Head of the Office or the Appropriate Authority as in the case of advances for house purchase or construction, etc., and the Payee's Receipt sent to the Accountant General duly countersigned, by the Appropriate Authority in token of the bond having been executed, for authorising payment.

4. The Head of the Office under whom the Government servant drawing an advance, is serving will be responsible under the direction of the Appropriate Authority to watch the construction/purchase/repairs, etc., of the buildings or purchase of vehicles for which advances are drawn and for initiating appropriate

action in time in case of defaults or misuse of the advances drawn. The register of persons to whom House Building Advances have been granted, prescribed under Rule 217(4) M.F.C. will be maintained by the Head of the Office concerned who should get from the debtors quarterly statements of progress of construction. The certificate to be furnished to the Accountant General on completion or purchase of a house, *vide* Rule 217(4) M.F.C., should be prepared and signed by the Head of the Office himself and sent to the Appropriate Authority who will countersign it and pass it on to the Accountant General. In other respects the existing procedure will continue.

5 The documents connected with the grant of these advances will be deposited in safe custody by the Appropriate Authority. They need not be sent to the Treasury for safe custody. The responsibility of releasing such bonds after the loans are cleared will devolve on the Appropriate Authority, the initiative being that of the Head of the Office concerned, where he is not himself the Appropriate Authority.

N. S. BHARATH,

*Deputy Secretary to Government,
Finance Department.*

**Issues orders re: Continuance of Special Pay, Duty or Deputation Allowances
after 31st March 1963.**

READ—

- 1 Government Order No. FD 17 SRP(1) 61, dated 27th February 1961.
- 2 The Mysore Civil Services (Revised Pay) Rules, 1961.
- 3 Government Order No. FD 51 SRP(1) 61, dated 23rd June 1961.
4. Government Order No. FD 62 SRP(1) 61, dated 17th July 1961
5. Government Order No. FD 49 SRP(1) 61, dated 5th March 1962

ORDER No. FD 21 SRP (1) 63, DATED BANGALORE, THE 11TH APRIL 1963.

Pending a detailed review of all cases where Special Pay, Duty or Deputation Allowances are now being drawn, Government direct that in all cases where such Special Pay or Allowances were drawn on 31st March 1963 under general sanctions, the Special Pay or Allowance be continued subject to rules determining their quantum, for a further period of *ONE YEAR from 1st April 1963 OR* till Orders revising or stopping such Special Pay or Allowances are issued.

2. This Order will not apply to cases where Special Pay, Duty or Deputation Allowances have been sanctioned in consideration of specific additional work or responsibility, or for specially arduous nature of duties, of a temporary nature, for a definite term, under Orders of Government.

By Order and in the name of the Governor of Mysore,

N. S. BHARATH,

*Deputy Secretary to Government,
Finance Department.*